

MIAMI-DADE COUNTY, FLORIDA

TRAINING TASK FORCE

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November 30, 2000

Merrett R. Stierheim
County Manager
Miami-Dade County
Office of the County Manager
111 NW 1st Street, Suite 2910
Miami, Florida 33128

**RE: Final Report on Findings and Recommendations
of the Miami-Dade County Training Task Force**

Dear Mr. Stierheim:

It is with great pleasure that I formally submit the final report and recommendations of the Miami-Dade County Training Task Force. You appointed the task force to identify issues and make recommendations addressing training needs highlighted in the FIU survey of executive managers throughout the County. Due to the greater than anticipated time and resources required to complete our work, the preparation of this report took longer than originally expected. Realizing the enormity of the challenge and the potential for a positive organization-wide impact on training, task force members worked diligently to submit this report. The final product reflects an extensive review and investigation of training in the county from several critical perspectives.

The Task Force is comprised of County administrators and human resources professionals from several departments. Three committees, Training Needs Assessment, Best Practices, and Training and Career Development, were formed to collaboratively survey the training needs of county departments and identify best practices for an organizational training plan. Four surveys were developed and administered to departments, managers, and employees.

This report conveys seventy-six recommendations that should significantly contribute to the improvement of organizational training efforts in Miami-Dade County. The survey results presented in the report are, in effect, baseline organizational data that may be used to gauge

organizational training progress in the future. Additionally, a plan of action is proposed through the formation of a Training Council which was unanimously recommended by task force members. The council will carry out the training plan by addressing the recommendations in a manner that continually facilitates the implementation of best training practices and participation at an organizational level..

I would like to express on behalf of my fellow Task Force participants our gratitude for your continued support and the opportunity to participate in the crafting of a common vision for the future of training in Miami-Dade County.

Sincerely,

Deborah Curtin, Chairperson
Miami-Dade County Training Task Force